



# New Hires in Nebraska

**Nebraska Office of Labor Market Information**



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## **Introduction**

During the end of 2009, Nebraska had a labor force of approximately 900,000 individuals working over a million jobs. Of these jobs, about a tenth of them were filled by newly hired individuals, a percentage that holds true over most periods of employment. These new hires represent a significant investment for employers in both time and money. Finding the right employees can reduce turnover and lead to a more stable, skilled workforce.

As part of the Labor Market Information Improvement initiative, Nebraska elected to study the characteristics of newly hired workers in the workforce. The goal of this study was to collect information about a sample of new hires to determine the demographic characteristics, industry and occupational composition, pay, and benefits. In addition to this information, data on the sampled employees' skills, ideal candidate skills, and pre-determined skills was collected so as to better understand what employers would like to see in candidates and how the workforce development system can better prepare potential job candidates.

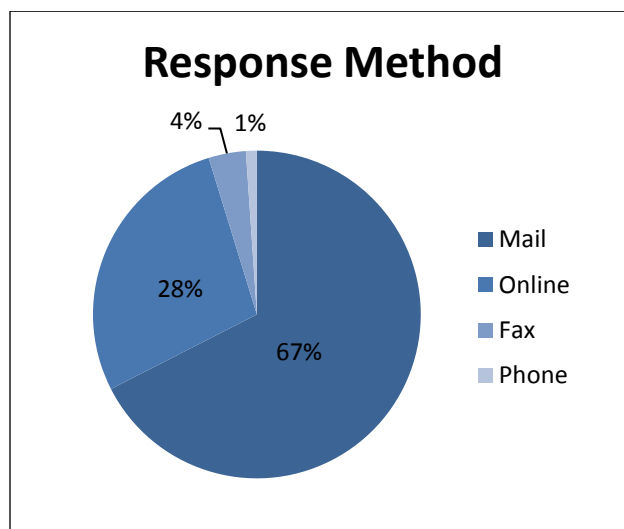
## **New Hires Sampling and Methodology**

The definition of a new hire for the purposes of this study is an individual who had a new employer-employee relationship for the sampling quarter. Respondents were identified based on the quarterly wage files for the third quarter of 2009 through the first quarter of 2010. An individual was assumed to be a new hire if wages existed during the fourth quarter of 2009 and no matching wages were found at the same employer during the prior quarter of 2009.

To further refine the sample pool, new hires were also matched to the following quarter. If the hire also had a wage record in the first quarter of 2010

and earned at least \$3,217 (a wage of \$8.25 per hour for 30 hours over 13 weeks) in either the fourth quarter of 2009 or the first quarter of 2010, they were included in the sampling frame. These records were then matched to those people who had either received Workforce Investment Act funding for training purposes or those who had registered at some point with Nebraska Department of Labor's Staff Assisted Services. These hires were given preference for sample selection.

The sample consisted of 2,747 new hires from 958 businesses. A maximum of four questionnaires was set for each business in order to prevent distortion of results or an undue strain for employers. Data collection was completed over two waves during November of 2010 through February of 2011. Employers were contacted by phone before mailing for address verification and to get a proper contact name or title. The employer was able to respond using either the mailed form, an online application, phone, or fax. A total of 1,304 responses were received, a 47.5% response rate. Most businesses elected to respond by mail with 67.5% of the responses. Online completion was the second highest preferred method with 27.8% of responses. Phone and fax responses together constituted only 4.8% of responses.



### **Demographic Characteristics of New Hires**

The demographic composition of new hires in Nebraska is similar to that of the Nebraska's workforce with some exceptions. Within the sample, there were more males (58.2%) than females at (41.8%) compared to the workforce at the same time which had an almost equal amount of males and females (49.8% males and 50.2% females).<sup>1</sup> There was also a higher concentration of employees identified as Hispanic than expected. Employers said 14.1% of new hires were Hispanic while only 6.5% of the workforce during the same time period was Hispanic.<sup>2</sup> The vast majority of the sampled new hires were Caucasian at 87.1%, followed by Black/African-American with 6.5%. Asian, American Indian or Alaskan Native, and Other made up the balance of the employees.

The mean age of the new hires in the study was 37.9 years old,<sup>3</sup> younger than the mean age of the workforce at 40.6 years old. More of the new hires fell in the younger age categories. The largest group was those in the 25-29 age group; they made up 16.4% of all new hires. As the age groups progressed into the older ranges, the percentages

decreased. The 50-54, 55-59, and 60 or older age groups were all in the single digit percentage range.

It is worth noting that these characteristics were reported by the employer rather than the employee, which may have led to some inaccuracies. There was a higher percentage of non-response and "do not know" responses to demographics questions than any questions in the survey. Non-responses were not included in percent calculations.

### **Pay and Benefits**

On the whole, pay for new hires was much lower than the average pay for the workforce. This was not unexpected, but it was reflective of the occupation and experience level found in the new hires. The average annual pay for all new hires as reported by employers was \$25,928 (based on a 40 hour work week). The average annual income across all industries during the same time period was \$36,657.<sup>4</sup> About two-thirds (66.1%) of new hires earned less than that average as they earned between \$15,000 and \$24,999. No new hires in our sample earned less than \$15,000 due to the wage restrictions applied during the sampling process and the assumption of full-time employment. Pay for new hires was higher than the Occupational Employment Statistic's tenth percentile wages, which is what the lowest paid 10% of individuals in any given industry are expected to earn. The tenth percentile wage for the workforce in the fourth quarter of 2009 was \$15,975, which was on the lowest end of wages earned by new hires. This put the average new hires wage approximately halfway between the tenth percentile wage and average wage for the entire workforce.

When income was analyzed by industry, some industries had a much higher discrepancy between

<b>Table 1: New Hires Age Compared to Nebraska Workforce</b>		
<b>Age</b>	<b>New Hires</b>	<b>Workforce*</b>
24 or younger	13.8%	17.2%
25-34	31.1%	22.3%
35-44	24.3%	19.6%
45-54	19.9%	21.9%
55-64	9.8%	14.5%
65 or older	1.1%	4.5%
<b>Mean</b>	<b>37.9</b>	<b>40.6**</b>

\*Data from US Census Bureau

\*\*Mean calculated using midpoint of ranges

<sup>1</sup> Nebraska Q4 2009 Local Employment Dynamics

<sup>2</sup> Nebraska Q4 2009 Local Employment Dynamics

<sup>3</sup> When a birth date was given, the age was calculated based on the age of as of 1/1/2011.

<sup>4</sup> Occupation Employment Statistics, Q4 2009, All Occupations, Statewide

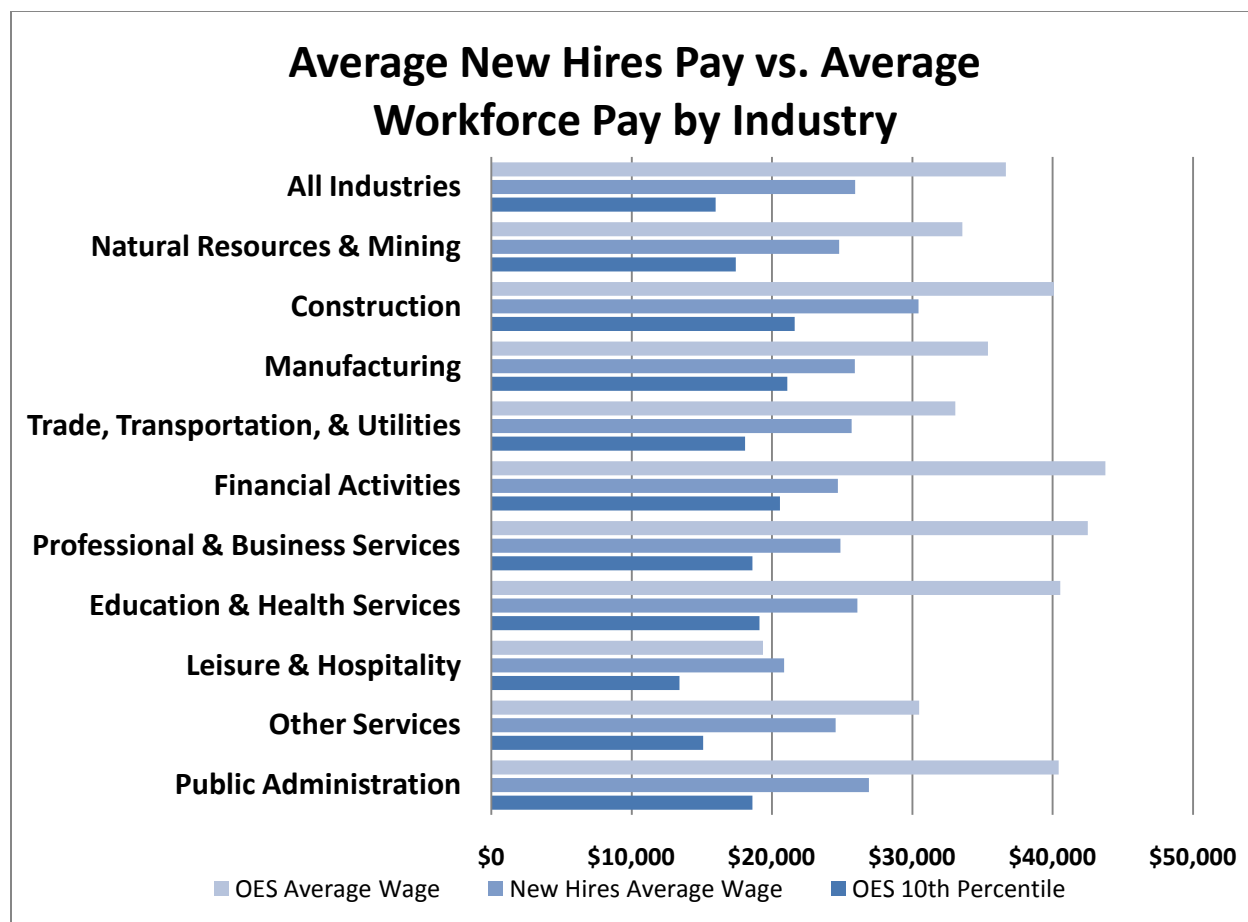
new hires wages and the average industry wage. Both the Financial Activities industry and the Professional & Business Services industry had average wages that exceeded the new hires' wages by 70% or more. The occupations reported within these industries as new hires were more likely to be lower paid jobs and these lower paid jobs were not offset by the actual staffing pattern usually present in the entire workforce. In the Financial Activities super sector, 35.7% of the jobs reported were for Customer Service Representatives, an occupation that has typically has lower wages compared to other occupations in the same industry. In the Professional & Business Services industry, the top two occupations reported were for Security Guards and Janitors and Cleaners, Except Maids and Housekeeping Cleaners. These jobs have a lower barrier to entry and a higher turnover rate than more lucrative positions, which is why more of them are found in a new hires subset of the total workforce.

The only industry that had a higher average new hires wage than the average wage reported by OES is in the Leisure and Hospitality Industry. The sampled new hires in this industry earned 7.3% more than the average wage in the workforce. Looking at the occupation distribution, this outlier seems to again be a result of a non-representative distribution of staffing in the industry. There were 39 total occupations that reported wages in this industry and 50% of them were in the occupations

related to food preparation or serving. The actual estimated employment for the Leisure and Hospitality industry is composed of 72.1% food service workers who earn an average wage that is lower than the average new hires' wage.

Although most people were reported as being paid by a regular interval, usually by the hour, some individuals were paid by piece. Heavy and Tractor-Trailer Truck Drivers had wages that were usually reported by miles driven. The low end of the pay scale was \$0.30 per mile and the highest was \$0.43 per mile with a mean of \$0.35 per mile. Additionally, some businesses reported that workers either worked on commission or received tips as part of their pay, for these occupations no wage was calculated. Other businesses reported that bonuses were available on a periodic basis, but only base pay was taken into account.

<b>Table 2: New Hires' Wages</b>	
<b>Selection (N=)</b>	<b>Percentage</b>
\$15,000 to \$19,999	28.7%
\$20,000 to \$24,999	37.4%
\$25,000 to \$29,999	13.6%
\$30,000 to \$34,999	6.9%
\$35,000 to \$39,999	5.2%
\$40,000 to \$44,999	3.0%
\$45,000 to \$49,999	1.8%
\$50,000 or more	3.4%
<b>Mean</b>	<b>\$25,928</b>
<b>Median</b>	<b>\$22,880</b>



#### New Hires' Occupations

Employers were asked to supply both a job title and a list of worker responsibilities for the new hire in question. This information was used to code each occupation using the Standard Occupation Classification (SOC) system used by the Bureau of Labor Statistics. There are twenty-three major occupational categories in the SOC system and the survey had respondents from every category except for Military Occupations. The occupational category with the largest number of employees was Production Occupations at 16%, followed by Office and Administrative Support Occupations with 15.6% and Transportation and Material Moving Occupations with 13.7%. Five other major occupational categories had over 5% of the employees: Healthcare Support Occupations (5.4%); Installation, Maintenance, and Repair Occupations

(6.9%); Sales and Related Occupations (6.6%); Construction and Extraction Occupations (6%); and Healthcare Practitioners and Technical Occupations (5.4%). A few of the occupational categories contained less than 1% of the employees that were surveyed: Arts, Design, Entertainment, Sports, and Media Occupations; Computer and Mathematical Occupations; Architectures and Engineering Occupations; Life, Physical, and Social Science Occupations; and Legal Occupations.

Unequal distribution among occupational categories was to be expected as there are far more employees in certain occupational categories than others. New hires also seemed to gravitate to occupations with lower barriers to entry – those that had lower required education levels and fewer skill requirements. These occupations also may

have a higher turnover rate than those that were not reported as often.

The top five occupations found were Nursing Assistants, Heavy and Tractor-Trailer Truck Drivers, Customer Service Representatives, Industrial Truck and Tractor Operators, and Retail Salespersons – all occupations which require limited experience and training. For the list of top reported occupations and the full list of reported occupations, please see tables A14 and A23 in the appendix.

### **New Hires' Skills & Education**

Employers were asked to list the five most important skills that the employee in question possessed and to list the five most important skills required for the position the employee held. Responses were coded to a skills list initially based on the O\*Net skills structure. The list was expanded to accommodate the additional codes required for all responses. A total of 67 codes were utilized. These codes were grouped into seven different categories: Basic Skills, Education/Experience, Management Skills, Personal Traits/Skills, Social Skills, Systems Skills, and Technical Skills.

Results are fairly comparable when examining the major skills categories for both skills possessed by new hires and the skills required for the position they occupied. As shown in Table 3, the categories

of Education/Experience, Social Skills, and Personal Traits/Skills were all in the top three rankings and constituted approximately two-thirds of all responses for both skills possessed and skills required. Notable skills under the Education/Experience included Job-Specific Skills or Knowledge, License or Certification (Any), and Prior Work Experience. For the Social Skills category, the top three skills were Teamwork/Coordination, Service Oriented/Customer Service, and Good Attitude. The Personal Traits/Skills category did not have as many standout skills, but it contained a larger number of skills that referenced traits such as accuracy, reliability, work ethic, organization, and physical traits such as physical fitness or appearance requirements. The Basic Skills category ranked fourth for both skills possessed (15.5%) and skills required for the position (18.2%), just slightly behind the top three categories.

The skills categories with the lowest percentage of responses were Technical Skills, Systems Skills, and Management Skills. These categories had fewer skills in them and the skills typically required a higher level of training. The most highly mentioned skills in these categories were Basic Computer Proficiency, Problem Solving, Judgment and Decision Making/Self Motivation/Independence, and Time Management. A complete listing of skills can be found in tables A21 and A22 in the appendix.

<b>Table 3: Skills Possessed By and Required Of New Hires</b>				
<b>Skill Category</b>	<b>Skills Possessed (N=3062)</b>	<b>Top Skill Possessed (N=928)</b>	<b>Skills Required (N=3490)</b>	<b>Top Skill Required (N=985)</b>
Basic Skills	15.5%	12.7%	18.2%	15.8%
Education/Experience	24.2%	33.0%	24.5%	35.5%
Management Skills	1.5%	1.0%	2.0%	0.9%
Personal Traits/Skills	20.4%	15.1%	18.6%	14.9%
Social Skills	24.4%	23.8%	23.0%	21.9%
Systems Skills	3.2%	1.0%	4.0%	1.1%
Technical Skills	7.7%	6.5%	8.2%	7.3%
No Category	3.0%	7.0%	1.5%	2.4%

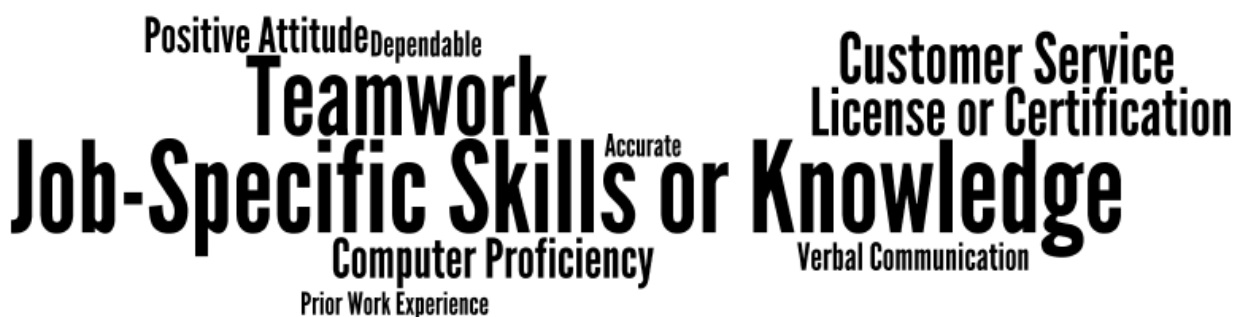


When looking at the top-ranked skill deemed to be the most important by the employer, the Education/Experience category contained the most responses for both skills possessed by new hires and the skills required for the position. Job-Specific Skills or Knowledge (13.4% possessed and 17.1% required) and License or Certification (Any) (12.7% possessed and 12.1% required) are the two skills that were most frequently mentioned in this category. The Social Skills category was second in the ranking of importance for both possessed and required skills and was about equivalent to the share it held among all skills listed. Personal Traits/Skills was still the third most often mentioned category, but its share was slightly lower among the top skill group compared to overall, suggesting that while these characteristics are important, they remain secondary when compared to Education/Experience and Social Skills.

Educational attainment and requirements were another focus of the survey. Employers were asked to list what education the new hire had received and also what was the minimum requirement for the position they filled. The most common response for the education and training that the new hire possessed was on-the-job training (OJT) (61.2%) and some form of formal education (52.2%). Most

positions also required OJT (53.5%) and formal education (55%). About a third of employers listed work experience as something that new hires had attained or was required of them; approximately one-fourth of employers also listed licensure or certification as important. In regards to formal education, most employers required that a high school diploma was sufficient for these positions. Interestingly, while 8.8% of new hires had a bachelor's degree, only 5.9% of the positions listed a bachelor's degree as a requirement. More information on education and training can be found in Table A19 and A20 in the appendix.

In addition to asking about specific skills and education, the survey also asked employers about their satisfaction level in regards to new hires' skills and work habits. The majority of employers were either very or somewhat satisfied with the new hires' skills (67.8%) and work habits (64.3%). More concern was demonstrated with work habits rather than skills; 14.4% of the responses were very/somewhat dissatisfied with the new hires' work habits while only 9.4% were very/somewhat dissatisfied with the new hires' work skills. See tables A11 and A12 in the appendix for more details.



## **New Hires and Green Jobs**

In an attempt to determine the skills needed for new hires in the emerging green economy, some of the survey questions were designed to ascertain the amount of time spent by the new hire on green activities. It is important to note that the definition for green activities was not identical to that found within the Nebraska Green Jobs study<sup>5</sup> that took place over approximately the same time period. The question asked the employer to describe “the extent to which this position is involved in increasing energy efficiency, utilizing or developing renewable energy resources, or preserving and/or restoring the environment.”

In the actual Green Jobs study, there was a much clearer definition of a green job and green activities were broken down into six different categories and corresponding examples. With this in mind, 4.3% of the employees were said to engage in green practices “all of the time.” A sampling of the occupations that employers stated engaged in green activities “all of the time” included Chemical Plant and System Operators, Heavy and Tractor-Trailer Truck Drivers, Insulation Workers, Maintenance Workers, and Soil and Plant Scientists. These occupations were consistent with the findings from the green jobs survey, which had 3.4% of all workers employed in Nebraska working in a green job. Other occupations that were also mentioned as engaging in green activities “all of the time” but did not fit with the typical definition of green jobs included Accountants, Sales Workers, Laundry Workers, and Licensed Practical Nurses.

Overall, only 16.3% of the positions were rated as involved in green activities “about half the time” or more frequently. An equal amount of positions (16.2%) were rated as “some of the time” and the largest percentage, 38%, was found in the “none of

the time” area. A large percentage of responses (29.4%) selected the “do not know” option.

In addition to asking for an overall green rating, employers were also asked how important it was that the new hire possessed certain pre-determined “green” skills. While the majority of new hires were not employed in green occupations, it was still useful to look at the skills most commonly associated with green occupations. The pre-determined “green” skills were based on those skills shared by known green occupations in the O\*Net occupational database. The selected skills were Service Orientation, Critical Thinking, Reading Comprehension, Technology Design, and Operation and Control.

Unsurprisingly, the first three skills were rated much higher than the latter two. Service Orientation, Critical Thinking, and Reading Comprehension are much broader skills that are needed by most occupations. Combined, over 80% of the results stated they were very or somewhat important. Technology Design and Operation and Control were rated much lower in importance. In only 52.1% of new hires was Technology Design deemed very or somewhat important; for Operation and Control, it was only 70.9%.

Additionally, the employer was asked to select whether the actual employee in question had an adequate grasp of this skill when hired. Almost all of the ratings exceeded 90% with the exception of Critical Thinking at 86.6%. Reading Comprehension was the highest rated at 95.1%. The full results for green ratings be seen in tables A13, A15, and A16.

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<sup>5</sup> Report available online at <http://networks.nebraska.gov>.

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**Note: All data in the tables is from the Nebraska 2010-2011 New Hires Survey. It does not include supplemental data sources used in sampling or other Labor Market Information data sources.**

Table A1: New Hires Employment Type	
Selection (N=1,247)	Percentage
<b>Full-time Variants</b>	<b>82.3%</b>
Full-Time (Unspecified)	48.5%
Full-Time Permanent	31.4%
Full-Time Seasonal	0.9%
Other Full-Time Variant	1.4%
<b>Part-time Variants</b>	<b>12.5%</b>
Part-Time (Unspecified)	7.8%
Part-Time Permanent	4.1%
Part-Time Seasonal	0.5%
Other Part-Time Variant	0.2%
<b>Other</b>	<b>5.2%</b>
Temporary (Unspecified)	2.0%
Permanent (Unspecified)	1.8%
Seasonal (Unspecified)	0.9%
Other Combination	0.5%

Table A2: New Hire Position Advertised with the NE Dept. of Labor	
Selection (N=1,232)	Percentage
Yes	21.4%
No	48.9%
Do Not Know	29.7%

Table A3: New Hire Position Located in Nebraska	
Selection (N=1,253)	Percentage
Yes	98.4%
No	0.8%
Do Not Know	0.8%

Table A4: New Hire was Rehired	
Selection (N=1,250)	Percentage
Yes	13.8%
No	83.4%
Do Not Know	2.8%

Table A5: Ethnicity of New Hires	
Selection (N=1,069)	Percentage
Hispanic	12.7%
Not Hispanic	77.4%
Do Not Know	9.9%

Table A6: Race of New Hires	
Selection (N=1,145)	Percentage
Caucasian	79.9%
Black or African-American	5.9%
Asian	1.2%
Hawaiian or Pacific Islander	0.0%
American Indian or Alaska Native	0.6%
Other	4.0%
Do Not Know	8.3%

Table A7: Age of New Hires	
Selection (N=1,114)	Percentage
24 or younger	13.8%
25-29	16.4%
30-34	14.6%
35-39	12.7%
40-44	11.7%
45-49	10.7%
50-54	9.2%
55-59	6.0%
60-64	3.8%
65 or older	1.1%
<b>Mean</b>	<b>37.9</b>

Table A8: Annual Pay for New Hires (Assumes a 40 Hour Work Week)	
Selection (N=1,165)	Percentage
\$15,000 to \$19,999	28.7%
\$20,000 to \$24,999	37.4%
\$25,000 to \$29,999	13.6%
\$30,000 to \$34,999	6.9%
\$35,000 to \$39,999	5.2%
\$40,000 to \$44,999	3.0%
\$45,000 to \$49,999	1.8%
\$50,000 or more	3.4%
<b>Mean</b>	<b>\$25,928</b>
<b>Median</b>	<b>\$22,880</b>

Table A9: Hours Worked by New Hires	
Selection (N=1,150)	Percentage
Less than 40 hours	30%
40 hours	53%
Over 40 hours	17%
<b>Mean</b>	<b>38.3</b>
<b>Median</b>	<b>40</b>

Table A10: Benefits for New Hires	
Selection (N=1,196)	Percentage
Health Insurance	65.4%
Paid time off	52.9%
Retirement Plan	46.3%
Dental Insurance*	4.3%
Life Insurance*	3.4%
Disability Insurance*	2.0%
Other	3.9%
None	23.6%

\*Recorded from Other Responses

Table A11: Satisfaction with New Hire Work Skills	
Selection (N=1,203)	Percentage
Very Satisfied (5)	38.5%
Somewhat Satisfied (4)	29.3%
Neither Satisfied nor Dissatisfied (3)	10.6%
Somewhat Dissatisfied (2)	6.7%
Very Dissatisfied (1)	2.7%
Do Not Know	12.1%
<b>Mean</b>	<b>4.07</b>

Table A12: Satisfaction with New Hire Work Habits	
Selection (N=1,205)	Percentage
Very Satisfied (5)	38.3%
Somewhat Satisfied (4)	26.0%
Neither Satisfied nor Dissatisfied (3)	9.0%
Somewhat Dissatisfied (2)	8.7%
Very Dissatisfied (1)	5.7%
Do Not Know	12.3%
<b>Mean</b>	<b>3.94</b>

Table A13: Green Rating for New Hire Position	
Selection (N=1,189)	Percentage
All of the time (100)	4.3%
Most of the time (75)	7.6%
About half of the time (50)	4.5%
Some of the time (25)	16.2%
None of the time (0)	38.0%
Do not know	29.4%
<b>Mean</b>	<b>23</b>

<b>Table A14: Top 25 Reported Occupations</b>	
<b>SOC Code and Occupational Title (N=1,240)</b>	<b>Percentage</b>
31-1014 Nursing Assistants	5.0%
53-3032 Heavy and Tractor-Trailer Truck Drivers	3.1%
43-4051 Customer Service Representatives	3.1%
53-7051 Industrial Truck and Tractor Operators	2.5%
41-2031 Retail Salespersons	2.3%
37-2011 Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2.3%
43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	2.1%
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals	2.1%
49-9071 Maintenance and Repair Workers, General	2.1%
51-2092 Team Assemblers	1.9%
43-3031 Bookkeeping, Accounting, and Auditing Clerks	1.9%
29-2061 Licensed Practical and Licensed Vocational Nurses	1.9%
51-3022 Meat, Poultry, and Fish Cutters and Trimmers	1.5%
49-3031 Bus and Truck Mechanics and Diesel Engine Specialists	1.5%
53-3033 Light Truck or Delivery Services Drivers	1.5%
21-1093 Social and Human Service Assistants	1.5%
33-9032 Security Guards	1.4%
29-1141 Registered Nurses	1.3%
39-9021 Personal Care Aides	1.3%
41-2011 Cashiers	1.1%
43-4171 Receptionists and Information Clerks	1.1%
51-4121 Welders, Cutters, Solderers, and Brazers	1.1%
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers	1.1%
53-7064 Packers and Packagers, Hand	1.0%
51-9111 Packaging and Filling Machine Operators and Tenders	1.0%

<b>Table A15: Importance Rating for "Green" Skills for New Hires Position</b>					
<b>Selection</b>	<b>Service Orientation</b>	<b>Critical Thinking</b>	<b>Reading Comprehension</b>	<b>Technology Design</b>	<b>Operation and Control</b>
5 - Very Important	53.5%	46.1%	43.2%	18.8%	34.1%
4 - Somewhat Important	28.6%	39.1%	37.7%	33.3%	36.6%
3 - Neither Important Nor Unimportant	12.4%	10.4%	13.0%	26.9%	17.9%
2 - Unimportant	3.5%	3.4%	4.5%	9.6%	6.1%
1 - Very Unimportant	2.0%	0.9%	1.5%	11.4%	5.3%
<b>Mean</b>	<b>4.28</b>	<b>4.26</b>	<b>4.16</b>	<b>3.39</b>	<b>3.88</b>

Table A16: Adequacy Rating for "Green" Skills as New Employee					
Selection	Service Orientation	Critical Thinking	Reading Comprehension	Technology Design	Operation and Control
Adequate	92.8%	86.6%	95.1%	90.1%	90.5%
Inadequate	7.2%	13.4%	4.9%	9.9%	9.5%

Table A17: Major Categories of Skills of New Hires	
Response (N=3,062)	Percentage
Basic Skills	15.5%
Education/Experience	24.2%
Management Skills	1.5%
Personal Traits/Skills	20.4%
Social Skills	24.4%
Systems Skills	3.2%
Technical Skills	7.7%
No Category	3.0%

Table A18: Major Categories of Skills Required for Occupation	
Response (N=3,490)	Percentage
Basic Skills	18.2%
Education/Experience	24.5%
Management Skills	2.0%
Personal Traits/Skills	18.6%
Social Skills	23.0%
Systems Skills	4.0%
Technical Skills	8.2%
No Category	1.5%

Table 19: Education & Training New Hire Has Attained	
Selection (N=1,185)	Percentage
None	1.8%
On-the-Job Training	61.2%
Licensure of Certification	22.6%
Work Experience in Related Occupations	34.0%
<b>Formal Education*</b>	<b>52.2%</b>
High School Diploma or Equivalent*	33.2%
Post-Secondary Technical Training*	5.6%
Associate's Degree*	4.6%
Bachelor's Degree or Greater*	8.8%
Military Experience**	0.4%
Do Not Know	17.0%

\*Only Highest Education Listed Shown

\*\*Military Experience only Other Response

Table 20: Education & Training Required for Position	
Selection (N=1,179)	Percentage
None	10.1%
On-the-Job Training	53.5%
Licensure of Certification	25.4%
Work Experience in Related Occupations	33.8%
<b>Formal Education*</b>	<b>55.0%</b>
High School Diploma or Equivalent*	39.6%
Post-Secondary Technical Training*	5.3%
Associate's Degree*	4.2%
Bachelor's Degree or Greater*	5.9%
Military Experience**	0.2%

\*Only Highest Education Listed Shown

\*\*Military Experience only Other Response



Table A21: Skills of New Hires by Category	
Response (N=3,062)	Percentage
<b>Social Skills</b>	<b>24.4%</b>
Teamwork/Coordination	11.1%
Service Oriented/Customer Service	7.2%
Social Person/Good Attitude/Well Rounded Personality	5.0%
Leader	0.5%
Instructing/Teaching/Training	0.3%
Persuasion	0.2%
Negotiation	0.1%
<b>Education/Experience</b>	<b>24.2%</b>
Job-Specific Skills or Knowledge	12.9%
License or Certification (Any)	6.7%
Prior Work Experience	3.2%
4-Year Degree	0.6%
2-Year Degree	0.5%
Master's/Graduate Degree	0.2%
High School or GED	0.1%
Continuing Education	0.1%
<b>Personal Traits/Skills</b>	<b>20.4%</b>
Reliable/Dependable	3.6%
Accurate/Detail Oriented	3.2%
Good Work Ethic/Motivated	2.8%
Organized	2.7%
Physical Fitness/Abilities	2.0%
Efficient	1.0%
Honest/Trustworthy	0.8%
Multitasker	0.8%
Empathy	0.8%
Flexible Schedule	0.7%
Other Personal Trait	0.4%
Neat Workspace	0.3%
Common Sense	0.3%
Mature/Professional	0.3%
Multilingual	0.3%
Good Driving History	0.2%
Maintain Confidentiality	0.2%
Appearance	0.1%

<b>Table A21: Skills of New Hires by Category (Continued)</b>	
<b>Basic Skills</b>	<b>15.5%</b>
Speaking/Verbal/Presentation/Communication	3.9%
Active Learning	2.6%
Attendance/Punctual	2.6%
Active Listening	2.0%
Reading Comprehension	1.0%
Mathematics	1.0%
Writing/Documentation	0.8%
Critical Thinking	0.7%
Safety	0.7%
Learning Strategies	0.1%
<b>Technical Skills</b>	<b>7.7%</b>
Basic Computer Proficiency	5.6%
Operating/Driving Equipment	0.6%
Quality Control	0.5%
Equipment Selection/Familiarity	0.3%
Equipment Maintenance	0.3%
Installation	0.2%
Operation Monitoring	0.1%
Repair	0.1%
Troubleshooting Operator Error	0.1%
Programming	0.1%
<b>Systems Skills</b>	<b>3.2%</b>
Problem Solver	1.7%
Judgment and Decision Making/Self Motivated/Independent	1.4%
System Analysis/Evaluation	0.2%
<b>Management Skills</b>	<b>1.5%</b>
Time Management	0.7%
People Management	0.4%
General Management	0.3%
Material Management	0.1%
Financial Management	0.1%
<b>No Category</b>	<b>3.0%</b>
Do Not Know/Not Applicable	2.3%
Other	0.8%

Table A22: Skills Required for Occupation by Category	
Response (N=3,490)	Percentage
<b>Social Skills</b>	<b>23.0%</b>
Teamwork/Coordination	10.2%
Service Oriented/Customer Service	6.9%
Social Person/Good Attitude/Well Rounded Personality	4.7%
Instructing/Teaching/Training	0.4%
Leader	0.4%
Persuasion	0.3%
Negotiation	0.1%
<b>Education/Experience</b>	<b>24.5%</b>
Job-Specific Skills or Knowledge	14.3%
License or Certification (Any)	5.6%
Prior Work Experience	3.5%
4-Year Degree	0.4%
Continuing Education	0.2%
High School or GED	0.2%
2-Year Degree	0.2%
Master's/Graduate Degree	0.1%
<b>Personal Traits/Skills</b>	<b>18.6%</b>
Accurate/Detail Oriented	4.1%
Reliable/Dependable	3.0%
Physical Fitness/Abilities	2.7%
Good Work Ethic/Motivated	2.4%
Organized	2.3%
Multitasker	1.0%
Efficient	0.6%
Common Sense	0.5%
Honest/Trustworthy	0.5%
Flexible Schedule	0.3%
Other Personal Trait	0.3%
Mature/Professional	0.2%
Multilingual	0.2%
Maintain Confidentiality	0.2%
Good Driving History	0.1%
Neat Workspace	0.1%
Appearance	0.1%

<b>Table A22: Skills Required for Occupation by Category (Continued)</b>	
<b>Basic Skills</b>	<b>18.2%</b>
Speaking/Verbal/Presentation/Communication	4.0%
Active Listening	3.0%
Attendance/Punctual	2.6%
Active Learning	1.9%
Reading Comprehension	1.6%
Mathematics	1.4%
Critical Thinking	1.3%
Safety	1.0%
Writing/Documentation	0.5%
Both Written & Verbal Communication	0.5%
Both Reading & Writing	0.4%
Learning Strategies	0.1%
<b>Technical Skills</b>	<b>8.2%</b>
Basic Computer Proficiency	5.4%
Operating/Driving Equipment	1.8%
Equipment Maintenance	0.4%
Troubleshooting Operator Error	0.2%
Quality Control	0.2%
Repair	0.1%
Equipment Selection/Familiarity	0.1%
Installation	0.1%
Tech Design	0.1%
<b>Systems Skills</b>	<b>4.0%</b>
Judgment and Decision Making/Self Motivated/Independent	2.5%
Problem Solver	1.5%
<b>Management Skills</b>	<b>2.0%</b>
Time Management	1.4%
General Management	0.4%
People Management	0.2%
<b>No Category</b>	<b>1.5%</b>
Other	1.1%
Do Not Know/Not Applicable	0.4%

<b>Table A23: All Reported Occupations by Standard Occupation Classification Group &amp; Title</b>
<b>Architecture and Engineering Occupations (6)</b>
17-2021 Agricultural Engineers
17-3011 Architectural and Civil Drafters
17-2071 Electrical Engineers
17-3024 Electro-Mechanical Technicians
17-3013 Mechanical Drafters
<b>Arts, Design, Entertainment, Sports, and Media Occupations (7)</b>
27-3091 Interpreters and Translators
27-1026 Merchandise Displayers and Window Trimmers
27-2012 Producers and Directors
27-3031 Public Relations Specialists
<b>Building and Grounds Cleaning and Maintenance Occupations (43)</b>
37-1011 First-Line Supervisors of Housekeeping and Janitorial Workers
37-2011 Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-3011 Landscaping and Groundskeeping Workers
37-2012 Maids and Housekeeping Cleaners
<b>Business and Financial Operations Occupations (19)</b>
13-2011 Accountants and Auditors
13-1199 Business Operations Specialists, All Other
13-1141 Compensation, Benefits, and Job Analysis Specialists
13-1071 Human Resources Specialists
13-2072 Loan Officers
13-1081 Logisticians
13-1161 Market Research Analysts and Marketing Specialists
13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products
13-1022 Wholesale and Retail Buyers, Except Farm Products
<b>Community and Social Services Occupations (39)</b>
21-1021 Child, Family, and School Social Workers
21-1099 Community and Social Service Specialists, All Other
21-1012 Educational, Guidance, School, and Vocational Counselors
21-1022 Healthcare Social Workers
21-1015 Rehabilitation Counselors
21-1093 Social and Human Service Assistants
21-1011 Substance Abuse and Behavioral Disorder Counselors
<b>Computer and Mathematical Occupations (7)</b>
15-1143 Computer Network Architects
15-1131 Computer Programmers
15-1121 Computer Systems Analysts
15-1151 Computer User Support Specialists

**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)****Construction and Extraction Occupations (74)**

47-2021 Brickmasons and Blockmasons
47-2031 Carpenters
47-2051 Cement Masons and Concrete Finishers
47-2061 Construction Laborers
47-2081 Drywall and Ceiling Tile Installers
47-2111 Electricians
47-2042 Floor Layers, Except Carpet, Wood, and Hard Tiles
47-2121 Glaziers
47-3019 Helpers, Construction Trades, All Other
47-3011 Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters
47-3013 Helpers--Electricians
47-3014 Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons
47-3015 Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
47-4051 Highway Maintenance Workers
47-2131 Insulation Workers, Floor, Ceiling, and Wall
47-2073 Operating Engineers and Other Construction Equipment Operators
47-2141 Painters, Construction and Maintenance
47-2152 Plumbers, Pipefitters, and Steamfitters
47-2181 Roofers
47-2211 Sheet Metal Workers
47-2221 Structural Iron and Steel Workers
47-1011 Supervisors of Construction and Extraction Workers

**Education, Training, and Library Occupations (17)**

25-2031 Secondary School Teachers, Except Special and Career/Technical Education
25-9041 Teacher Assistants
25-3099 Teachers and Instructors, All Other

**Farming, Fishing, and Forestry Occupations (33)**

45-2091 Agricultural Equipment Operators
45-2099 Agricultural Workers, All Other
45-2092 Farmworkers and Laborers, Crop, Nursery, and Greenhouse
45-2093 Farmworkers, Farm, Ranch, and Aquacultural Animals
45-2041 Graders and Sorters, Agricultural Products

**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)****Food Preparation and Serving Related Occupations (33)**

35-3011 Bartenders
35-3021 Combined Food Preparation and Serving Workers, Including Fast Food
35-2011 Cooks, Fast Food
35-2012 Cooks, Institution and Cafeteria
35-2014 Cooks, Restaurant
35-1012 First-Line Supervisors of Food Preparation and Serving Workers
35-2021 Food Preparation Workers
35-9031 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
35-3031 Waiters and Waitresses

**Healthcare Practitioners and Technical Occupations (67)**

29-2021 Dental Hygienists
29-2041 Emergency Medical Technicians and Paramedics
29-2061 Licensed Practical and Licensed Vocational Nurses
29-2012 Medical and Clinical Laboratory Technicians
29-1122 Occupational Therapists
29-1065 Pediatricians, General
29-2052 Pharmacy Technicians
29-1071 Physician Assistants
29-2053 Psychiatric Technicians
29-2034 Radiologic Technologists
29-1141 Registered Nurses
29-1127 Speech-Language Pathologists
29-2055 Surgical Technologists
29-1129 Therapists, All Other

**Healthcare Support Occupations (86)**

31-9091 Dental Assistants
31-1011 Home Health Aides
31-9092 Medical Assistants
31-1014 Nursing Assistants
31-2022 Physical Therapist Aides
31-9096 Veterinary Assistants and Laboratory Animal Caretakers

**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)**

<b>Installation, Maintenance, and Repair Occupations (85)</b>
49-3023 Automotive Service Technicians and Mechanics
49-3031 Bus and Truck Mechanics and Diesel Engine Specialists
49-2011 Computer, Automated Teller, and Office Machine Repairers
49-3041 Farm Equipment Mechanics and Service Technicians
49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9031 Home Appliance Repairers
49-9041 Industrial Machinery Mechanics
49-9071 Maintenance and Repair Workers, General
49-9043 Maintenance Workers, Machinery
49-3042 Mobile Heavy Equipment Mechanics, Except Engines
49-2022 Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9052 Telecommunications Line Installers and Repairers
49-3093 Tire Repairers and Changers
<b>Legal Occupations (2)</b>
23-1011 Lawyers
23-2011 Paralegals and Legal Assistants
<b>Life, Physical, and Social Science Occupations (5)</b>
19-4031 Chemical Technicians
19-3031 Clinical, Counseling, and School Psychologists
19-1022 Microbiologists
19-1013 Soil and Plant Scientists
<b>Management Occupations (14)</b>
11-1011 Chief Executives
11-3021 Computer and Information Systems Managers
11-1021 General and Operations Managers
11-2021 Marketing Managers
11-9111 Medical and Health Services Managers
11-9141 Property, Real Estate, and Community Association Managers
11-2022 Sales Managers
11-9151 Social and Community Service Managers



**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)****Office and Administrative Support Occupations (194)**

43-3011 Bill and Account Collectors

43-3021 Billing and Posting Clerks

43-3031 Bookkeeping, Accounting, and Auditing Clerks

43-4041 Credit Authorizers, Checkers, and Clerks

43-4051 Customer Service Representatives

43-9021 Data Entry Keyers

43-5032 Dispatchers, Except Police, Fire, and Ambulance

43-6011 Executive Secretaries and Executive Administrative Assistants

43-4071 File Clerks

43-1011 First-Line Supervisors of Office and Administrative Support Workers

43-4081 Hotel, Motel, and Resort Desk Clerks

43-4161 Human Resources Assistants, Except Payroll and Timekeeping

43-9041 Insurance Claims and Policy Processing Clerks

43-4111 Interviewers, Except Eligibility and Loan

43-4131 Loan Interviewers and Clerks

43-6013 Medical Secretaries

43-9061 Office Clerks, General

43-4151 Order Clerks

43-3051 Payroll and Timekeeping Clerks

43-5031 Police, Fire, and Ambulance Dispatchers

43-5061 Production, Planning, and Expediting Clerks

43-4171 Receptionists and Information Clerks

43-4181 Reservation and Transportation Ticket Agents and Travel Clerks

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

43-5071 Shipping, Receiving, and Traffic Clerks

43-5081 Stock Clerks and Order Fillers

43-3071 Tellers

43-5111 Weighers, Measurers, Checkers, and Samplers, Recordkeeping

**Personal Care and Service Occupations (27)**

39-9011 Childcare Workers

39-6012 Concierges

39-1021 First-Line Supervisors of Personal Service Workers

39-9021 Personal Care Aides

39-9041 Residential Advisors

**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)**

<b>Production Occupations (199)</b>
51-2099 Assemblers and Fabricators, All Other
51-3011 Bakers
51-7011 Cabinetmakers and Bench Carpenters
51-8091 Chemical Plant and System Operators
51-9192 Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders
51-9031 Cutters and Trimmers, Hand
51-4031 Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
51-2022 Electrical and Electronic Equipment Assemblers
51-4021 Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic
51-1011 First-Line Supervisors of Production and Operating Workers
51-3091 Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
51-4071 Foundry Mold and Coremakers
51-4033 Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal & Plastic
51-9198 Helpers--Production Workers
51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers
51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-6011 Laundry and Dry-Cleaning Workers
51-3022 Meat, Poultry, and Fish Cutters and Trimmers
51-4199 Metal Workers and Plastic Workers, All Other
51-4051 Metal-Refining Furnace Operators and Tenders
51-9023 Mixing and Blending Machine Setters, Operators, and Tenders
51-9195 Molders, Shapers, and Casters, Except Metal and Plastic
51-4072 Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
51-9111 Packaging and Filling Machine Operators and Tenders
51-9123 Painting, Coating, and Decorating Workers
51-9151 Photographic Process Workers and Processing Machine Operators
51-4193 Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic
51-5112 Printing Press Operators
51-9199 Production Workers, All Other
51-4023 Rolling Machine Setters, Operators, and Tenders, Metal and Plastic
51-6031 Sewing Machine Operators
51-2041 Structural Metal Fabricators and Fitters
51-2092 Team Assemblers
51-6099 Textile, Apparel, and Furnishings Workers, All Other
51-4111 Tool and Die Makers
51-4121 Welders, Cutters, Solderers, and Brazers

**Table A23: All Reported Occupations by Standard Occupation Classification Group & Title (Continued)**

<b>Protective Services Occupations (31)</b>
33-3012 Correctional Officers and Jailers
33-2011 Firefighters
33-1099 First-Line Supervisors of Protective Service Workers, All Other
33-3051 Police and Sheriff's Patrol Officers
33-9032 Security Guards
<b>Sales and Related Occupations (82)</b>
41-2011 Cashiers
41-2021 Counter and Rental Clerks
41-9091 Door-to-Door Sales Workers, News and Street Vendors, and Related Workers
41-1012 First-Line Supervisors of Non-Retail Sales Workers
41-1011 First-Line Supervisors of Retail Sales Workers
41-3021 Insurance Sales Agents
41-2022 Parts Salespersons
41-2031 Retail Salespersons
41-3099 Sales Representatives, Services, All Other
41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
41-9041 Telemarketers
<b>Transportation and Material Moving Occupations (170)</b>
53-3022 Bus Drivers, School or Special Client
53-7061 Cleaners of Vehicles and Equipment
53-7021 Crane and Tower Operators
53-3031 Driver/Sales Workers
53-1031 First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
53-3032 Heavy and Tractor-Trailer Truck Drivers
53-7051 Industrial Truck and Tractor Operators
53-7062 Laborers and Freight, Stock, and Material Movers, Hand
53-3033 Light Truck or Delivery Services Drivers
53-7063 Machine Feeders and Offbearers
53-7199 Material Moving Workers, All Other
53-7064 Packers and Packagers, Hand
53-7072 Pump Operators, Except Wellhead Pumpers
53-4021 Railroad Brake, Signal, and Switch Operators
53-7081 Refuse and Recyclable Material Collectors
53-3041 Taxi Drivers and Chauffeurs

## **Appendix B: Sample Survey Form**

<<SurveyID>>



<<BusinessName>>  
ATTN: <<Contact>>  
<<Address>>  
<<City>>, <<State>> <<Zip>>

Dear Nebraska Employer:

The Nebraska Department of Labor is conducting the state's first New Hires Survey. Your organization has been selected to help us obtain data that will help our state identify skills most desired by Nebraska employers. This information will be used to increase our job seeker assistance and training programs. The most accurate and useful information about the skills needed by employees working for firms like yours come from those who know them best - you. Your response to this survey is critical, since businesses are our only source of information.

Enclosed is a questionnaire about the skills of an employee who was hired by your company in the fourth quarter of 2009. For your convenience, you may respond by any of the following methods:

- Take the survey online at [dol.nebraska.gov/newhires.htm](http://dol.nebraska.gov/newhires.htm). Your password is <<SurveyID>>.
- Complete the questionnaire and return it in the postage paid return envelope.
- Complete the questionnaire and fax it to the Department of Labor at 402-471-9867.
- Call us toll free at 1-800-876-1377 and provide your responses to us over the phone.

Please respond to the questionnaire no later than <<Date>>.

Study results will be shared with organizations concerned with employee training and will also be posted on our website at [networks.nebraska.gov](http://networks.nebraska.gov). If you would like an e-mail when results are posted, please include your e-mail address on the back page. Your completed questionnaire ensures informed future policy choices.

**All information provided will remain strictly confidential.** Results will be presented in aggregate so that no individual response will be identifiable in any published results.

If you have any questions regarding the study or the survey form, please contact the Office of Labor Information by phone at 1-800-876-1377 or via e-mail at [LMI\\_NE@nebraska.gov](mailto:LMI_NE@nebraska.gov).

Sincerely,

Catherine D. Lang  
Commissioner of Labor

**Nebraska Department of Labor New Hires Survey****Nebraska Labor Market Information**

550 South 16th Street \* P.O. Box 94600 \* Lincoln, NE 68509

Telephone: 800-876-1377

Fax: 402-471-9867

Your company and employee privacy is important to us. **All information provided will remain strictly confidential.**  
Results will be presented in aggregate so that no individual response will be identifiable in any published results.

**For this section of the survey, please refer to the following employee:**

Employee: <<EmployeeName>>

The State of Nebraska's administrative database indicates the above-named individual was an employee of your business during some or all of the months of October, November, and/or December of 2009. Is this correct?

☐ Yes (please continue)    ☐ No (If no, **STOP**. Please return this form using one of the methods mentioned on the first page. Thank you.)

**Position Information**

- What type of position does this individual hold (select all that apply)?  
☐ Full-time    ☐ Permanent    ☐ Temporary  
☐ Part-time    ☐ Seasonal
- Was the opening for the position this individual holds listed with a Nebraska Workforce Development Career Center?  
☐ Yes    ☐ No    ☐ Do not know
- Is the position this individual holds located in the state of Nebraska?  
☐ Yes    ☐ No    ☐ Do not know
- Has this individual been employed by your company in the past?  
☐ Yes    ☐ No    ☐ Do not know

**Demographics**

- To the best of your ability, please confirm the demographic information for the employee named above:

**Birth date or Age:** \_\_\_\_\_

**Gender:** ☐ Male    ☐ Female

**Ethnicity:** ☐ Hispanic    ☐ Not Hispanic    ☐ Do not know

**Race (select all that apply):**

- ☐ Caucasian    ☐ Asian  
☐ Black or African-American    ☐ Other  
☐ Hawaiian or Pacific Islander    ☐ Do not know  
☐ American Indian or Alaska Native

**Employee Information**

- What was the worker's rate of pay as of Nov. 12, 2009?  
 Please include base rate of pay, tips, commissions, and other monetary compensation. **If the worker was not employed as of November 12, 2009, please report his or her last pay rate in October, November, or December 2009 (the fourth quarter of 2009).**  
 \$ \_\_\_\_\_ per (select one)  
☐ Hour  
☐ Week  
☐ Two Weeks  
☐ Month  
☐ Other (specify) \_\_\_\_\_
- On average, how many hours **per week** did this employee work during the fourth quarter of 2009? \_\_\_\_\_ hours
- Were any of the following benefits offered to the worker? (Please check all that apply)  
☐ Health insurance    ☐ Paid time off    ☐ Other (specify) \_\_\_\_\_  
☐ Retirement plan    ☐ No benefits offered
- What was this worker's occupation during the fourth quarter of 2009? (Example: secretary, accountant, or personnel manager.)  
 \_\_\_\_\_
- What were this worker's primary responsibilities during the fourth quarter of 2009? (Example: typing and filing, reconciling financial records, directing hiring policies.)  
 \_\_\_\_\_

## Employee and Position Skills

Employee: <<EmployeeName>>

We are seeking information about how important the following skills are for the job in which the worker was employed during the fourth quarter of 2009. When possible, we request that the individual's direct supervisor complete this part of the survey. **Please use a scale of 5 to 1 where 5 means Very Important and 1 means Very Unimportant. Circle or check the most appropriate response for this job.**

How would you rate the employee's on-the-job adequacy level for these characteristics as a new employee?

How would you rate the level of importance for the following characteristics for this job?	Very Important	Important	Neither Important nor Unimportant	Unimportant	Very Unimportant	Do not Know	Adequate	Inadequate
<b>Service Orientation</b>	<i>(Involves actively looking for ways to help people)</i>							
	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Critical Thinking</b>	<i>(Involves using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems)</i>							
	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading Comprehension</b>	<i>(Involves understanding written sentences and paragraphs in work-related documents)</i>							
	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technology Design</b>	<i>(Involves generating or adapting equipment and technology to serve user needs)</i>							
	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operation and Control</b>	<i>(Involves controlling operations of equipment or systems)</i>							
	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. How would you rate your overall satisfaction with the employee's work skills?  
(Example: computer skills, technical competencies, customer service skills, etc.)

- ☐ 5 - Very satisfied  
☐ 4 - Somewhat satisfied  
☐ 3 - Neither satisfied nor dissatisfied  
☐ 2 - Somewhat dissatisfied  
☐ 1 - Very dissatisfied  
☐ Do not know / unfamiliar with employee's work

12. How would you rate your overall satisfaction with the employee's work habits?  
(Example: appropriate dress, arrives on time, etc.)

- ☐ 5 - Very satisfied  
☐ 4 - Somewhat satisfied  
☐ 3 - Neither satisfied nor dissatisfied  
☐ 2 - Somewhat dissatisfied  
☐ 1 - Very dissatisfied  
☐ Do not know / unfamiliar with employee's work

Over 

## Employee and Position Skills (Continued)

Employee: <<EmployeeName>>

13. What are the most important skills **that the employee has?** Please list up to five in order of importance.  
(Example: welding certification, teamwork, computer proficiency, BA in Finance)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

14. What are the most important skills **required for this position?** Please list up to five in order of importance.  
(Example: welding certification, teamwork, computer proficiency, BA in Finance)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

15. Please note the education or training **that this employee has attained** (check all that apply):

- ☐ None  
☐ On-the job training  
☐ Licensure or certification  
☐ Work experience in related occupations  
☐ High school diploma or equivalent  
☐ Post-secondary technical training  
☐ Associate's degree  
☐ Bachelor's degree or greater  
☐ Other (specify) \_\_\_\_\_  
☐ Do not know

16. Please note the educational requirements **for this position** (check all that apply):

- ☐ None required  
☐ On-the job training  
☐ Licensure or certification  
☐ Work experience in related occupations  
☐ High school diploma or equivalent  
☐ Post-secondary technical training  
☐ Associate's degree  
☐ Bachelor's degree or greater  
☐ Other (specify) \_\_\_\_\_

17. How would you rate your overall satisfaction with the **available supply of labor for the position** this worker holds?

- ☐ 5 - Very satisfied  
☐ 4 - Somewhat satisfied  
☐ 3 - Neither satisfied nor dissatisfied  
☐ 2 - Somewhat dissatisfied  
☐ 1 - Very dissatisfied  
☐ Do not know

18. How would you rate your overall satisfaction with the **skills of the available supply of labor for the position** this worker holds?

- ☐ 5 - Very satisfied  
☐ 4 - Somewhat satisfied  
☐ 3 - Neither satisfied nor dissatisfied  
☐ 2 - Somewhat dissatisfied  
☐ 1 - Very dissatisfied  
☐ Do not know

19. How would you rate the extent to which this position is involved in increasing energy efficiency, utilizing or developing renewable energy resources, or preserving and/or restoring the environment?

- ☐ All of the time  
☐ Most of the time  
☐ About half of the time  
☐ Some of the time  
☐ None of the time  
☐ Do not know

**Please print your contact information:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number (with area code): \_\_\_\_\_  
E-mail: \_\_\_\_\_

Would you like to receive an e-mail copy of the survey's findings?

☐ Yes ☐ No

Thank you for taking the time to complete the survey.

Please return this form either by mail via the enclosed envelope or fax it to 402-471-9867.